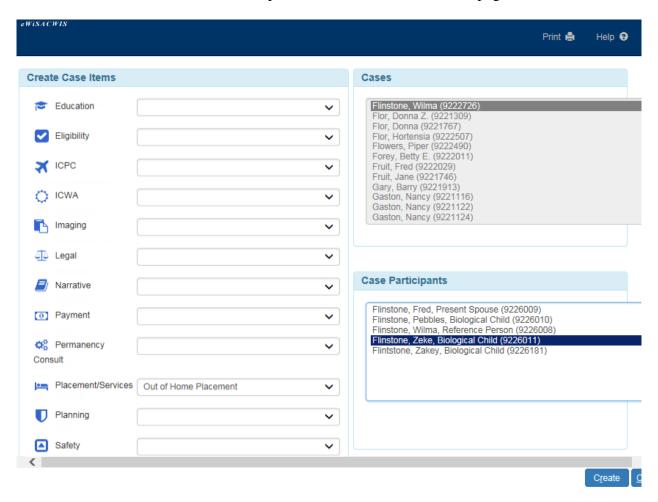
## **Creating an Out of Home Placement**

**Note:** In order to create an Out of Home Placement, an assignment to the case is needed.

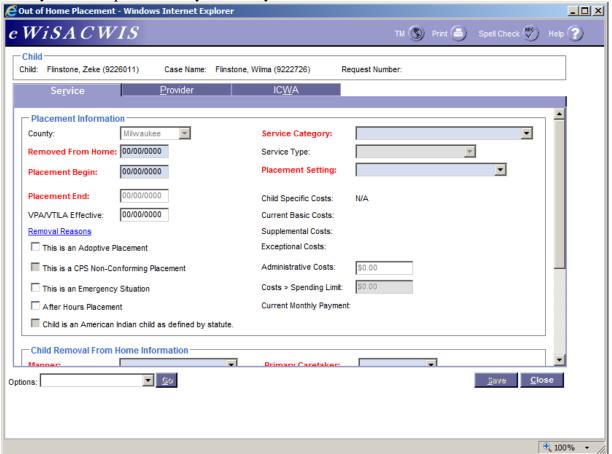
- 1. From the desktop, go to the Cases tab and click the Create Case Work hyperlink Oreate Case Work from the Actions drop-down next to the specific case to open the Create Case Work page.
- 2. On the Create Case Work page, select Out of Home Placement from the Placement/Services drop-down. Select the Case and the Case Participant that is being placed in the Out of Home Placement. Click on the Create button. This will open the Out of Home Placement page.



3. If the Adoption and Guardianship History group boxes have not been verified on the child's Person Management page, or if it has been at least two years since they were verified, this screen will appear. Change the value in the drop-down field from "Not Determined" to "No", "Yes", or "Unable to Determine" and click Continue.



4. On the Service tab of the Out of Home Placement page, enter the applicable data values. The County field will pre-fill with your county.



5. Enter the Removed From Home date.

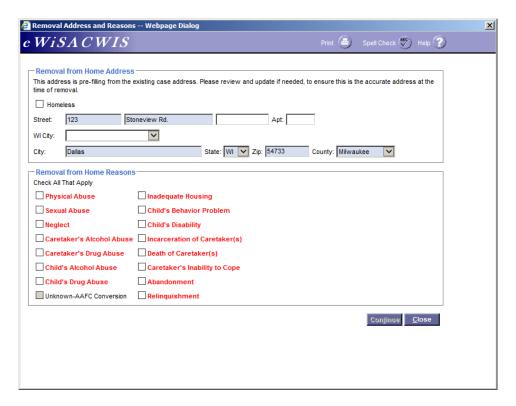
Note: If you right click on any date field a calendar will pop-up allowing you to choose your date.

6. eWiSACWIS will automatically enter this same date into the Placement Begin field. You may edit this date if needed.



7. The Removal Address and Reasons page will appear asking for the Removal Address and Removal from Home Reasons. The address will pre-fill from the case address. Please update as necessary and select all appropriate Removal from Home Reasons.

**Note:** Removal From Home Reasons are AFCARS fields and are required.



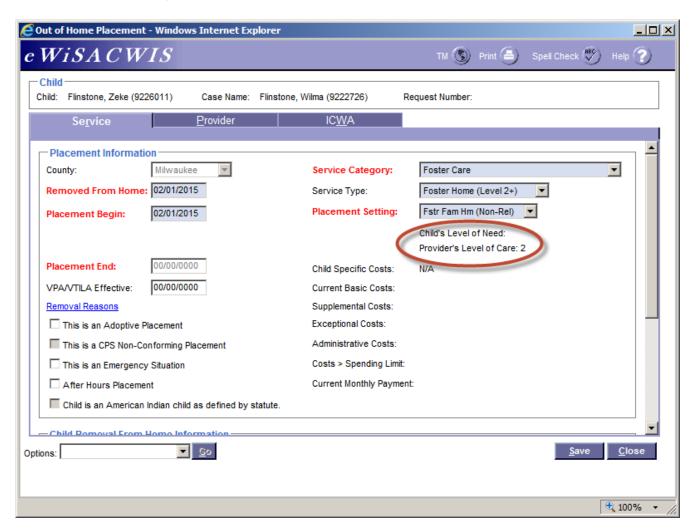
8. The Placement End date is a view only field.

- 9. The VPA/VTILA Effective date is a user-entered field.
- 10. The Removal Reasons hyperlink will take you to the Removal Reasons page described above.
- 11. Select the appropriate Service Category, Service Type, and Placement Setting.

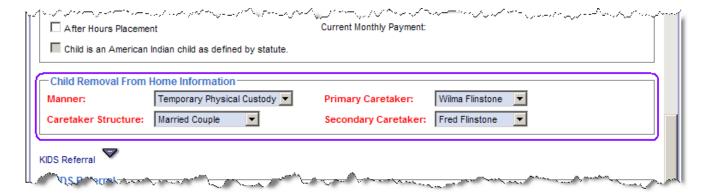
**Note:** For the Foster Care Service Category, the Placement Setting will be disabled until you have searched out a provider (via the Provider tab).

- 12. The Child's Level of Need is a view only field that pre-fills from the child's CANS.
- 13. The Provider's Level of Care is a view only field that pre-fills from the provider's licensing information.

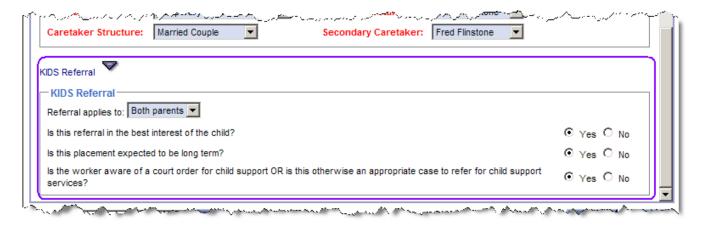
**Note:** The Provider's Level of Care will be blank until you have searched out the provider (via the Provider tab).



- 14. The Current Basic Costs is view only and will display after the page is saved.
- 15. The Supplemental Costs and Exceptional Costs are pre-filled from the Foster Care Rate page once the rate is approved.
- 16. The Administrative Costs is a pre-filled field from the Foster Care Rate page and should reflect the Administrative costs of the provider's parent agency. The Costs > Spending Limit is also pre-filled from the Foster Care Rate page and should reflect any "Maintenance" costs that exceed the \$2000.00 spending limit.
- 17. The Current Total Monthly Payment will calculate all of the above fields to show the monthly payment. In the case of a daily rate, this field will display what the monthly payment will be for the current month.
- 18. The Child Specific Costs is a user-entered field and will only be enabled for certain Service Types.
- 19. The Child Removal From Home Information group box provides an area to describe how the child was removed from his or her home. Select the appropriate values. If a value is chosen indicating the Caretaker Structure is a Married Couple or Unmarried Couple then both the Primary and Secondary Caretaker fields will be enabled.



20. Complete the answers to the questions in the KIDS Referral group box. Referrals are sent nightly to Child Support after the Out of Home Placement has been approved.



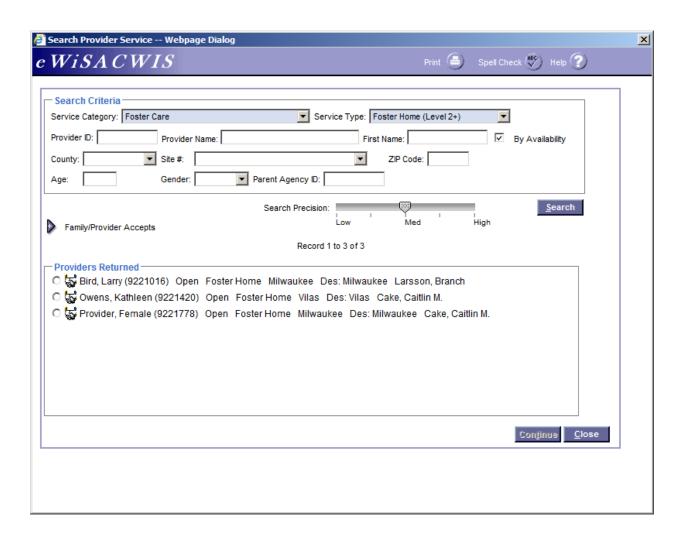
**Note:** Answering 'Yes' to Question # 1 or Question #3 of the KIDS Referral section will enable the 'Referral applies to' drop-down field.

Question #3 of the KIDS Referral section will be enabled after approval if several specific criteria are all true. This allows workers to trigger a referral after a placement has been approved.

- Placement is still open.
- o Placement is for a paid service type.
- o KIDS question #3 is No.
- o A referral was not already sent.
- o A referral is not open in another case.
- 21. Click on the Provider tab and click on the Search hyperlink (see the related User Guide on Search). After the provider has been selected, the Provider tab will pre-fill with the provider's name and address information.



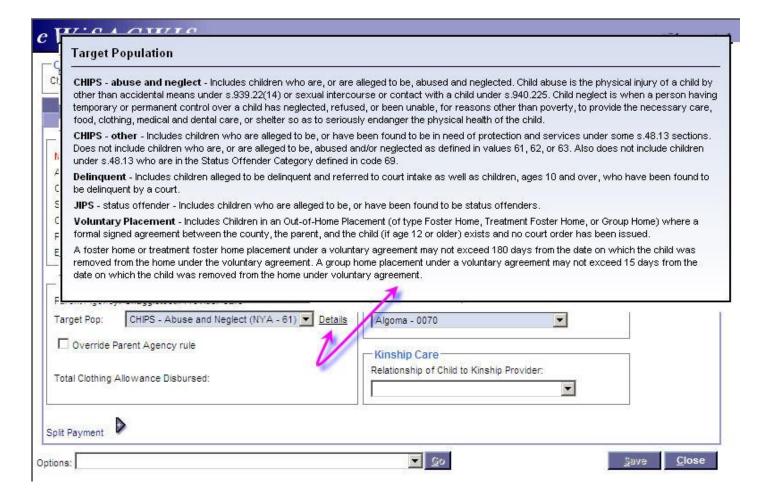
22. The Search Provider Service page will allow you to identify the provider the child was placed with. Search results are dependent on Search Criteria. In this example, we are looking for any provider that offers a "Foster Home (Level 2+)" service and has bed availability. We could further narrow our search results by adding other criteria such as County or Provider Name.



23. Select the appropriate target population from the Target Pop drop-down.



 The Details flare describes the differences of the various selectable target populations. Target Population is important in identifying the appropriate fiscal stream for these out-of-home care costs, so it is important that the correct Target Population is identified.

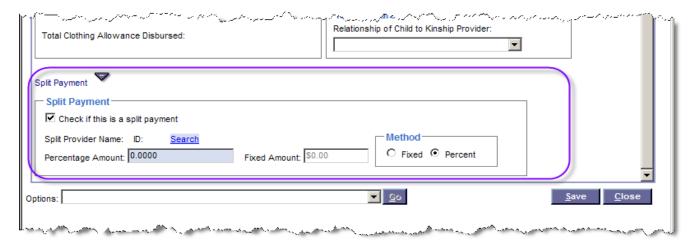


24. Select the school district in which the provider lives. Note, this may be different than the school district where the child is attending school.

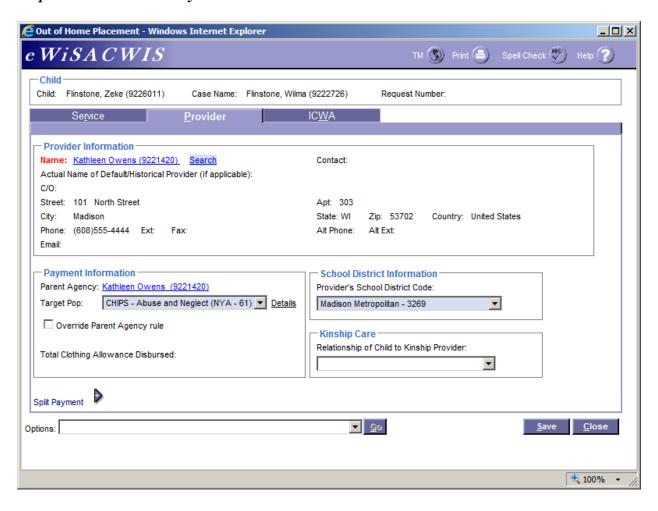


- 25. If the Out of Home Placement is with a foster home and there is a name other than the foster home provider's name in the Parent Agency field, the payment is to go directly to the foster home provider; check the Override Parent Agency rule checkbox.
- 26. The Total Clothing Allowance Disbursed field will display the sum of all clothing allowances that have been paid out on behalf of the child during this applicable episode period. The child must be discharged from all placements for at least 120 days before he or she is eligible for another clothing allowance.
- 27. The Kinship Care group box reflects the relationship of the Kinship provider to the child and is only required when documenting a Kinship placement.
- 28. The Split Payment group box allows you to split the payment for cost of care between two separate providers. This is done as follows:
  - Check the checkbox labeled "Check if this is a split payment." Once this checkbox is selected, the Method radio buttons and the Search hyperlink are enabled.
  - Choose either the Fixed or Percent method of calculating the split payment. Choosing the Fixed method activates the Fixed Amount field where a specific dollar amount of the total provider payment can be designated as a payment to the second provider. Choosing the Percent method activates the Percentage Amount field where the user can specify a percentage of the total provider payment to be paid to the second provider.

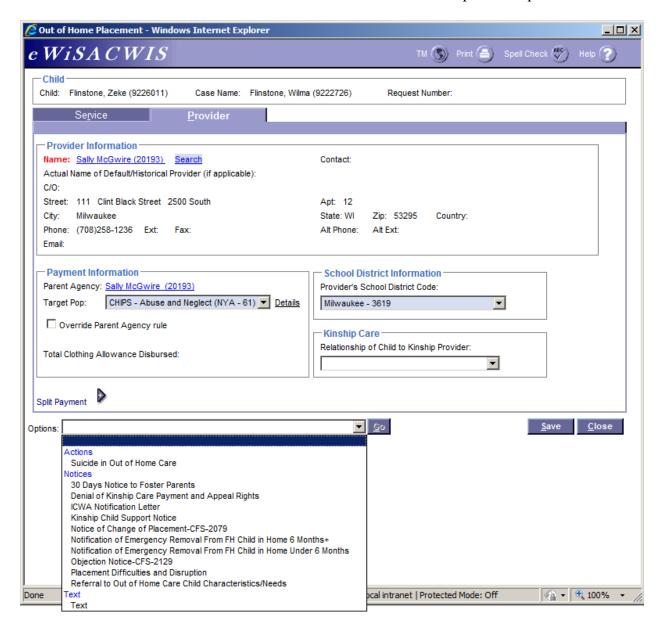
**Note:** Only one method may be selected at a time. However, the method can be changed at any time.



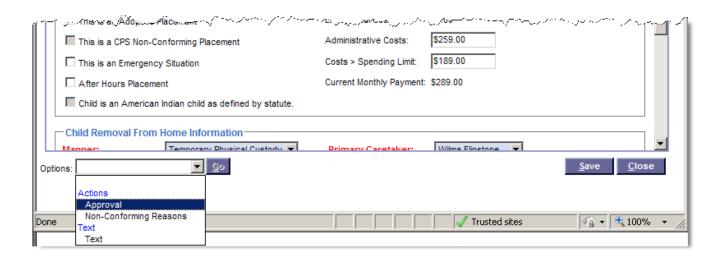
## A completed Provider tab may look similar to this:



29. There are a number of notices that are available for use under the Options drop-down.

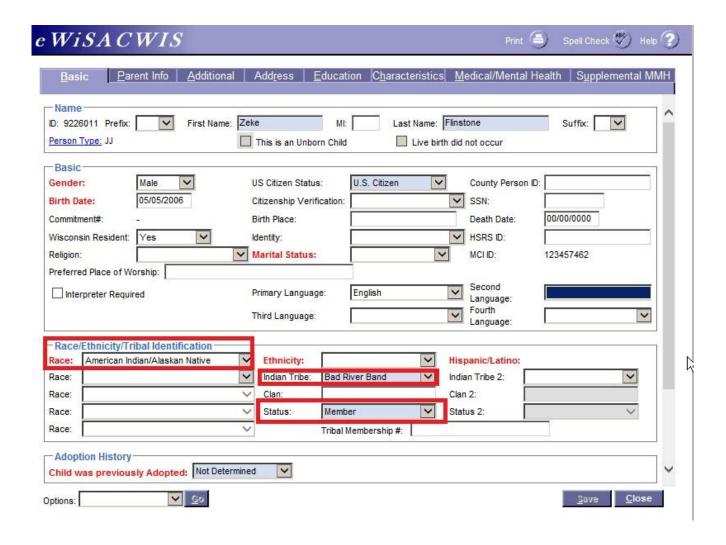


30. Return to the Service tab and complete the Placement Setting if applicable. Select "Approval" from the Options drop-down and click Go. This will open the Approval History page. Click on the Approve radio button and then click on Continue. This will route the approval of the Out of Home Placement to your supervisor.



## ICWA Tab:

The ICWA tab is available to you only if the child being placed has been documented with a race of "American Indian/Alaskan Native." The screen shot below illustrates the documentation of the American Indian values on the child's Person Management page.

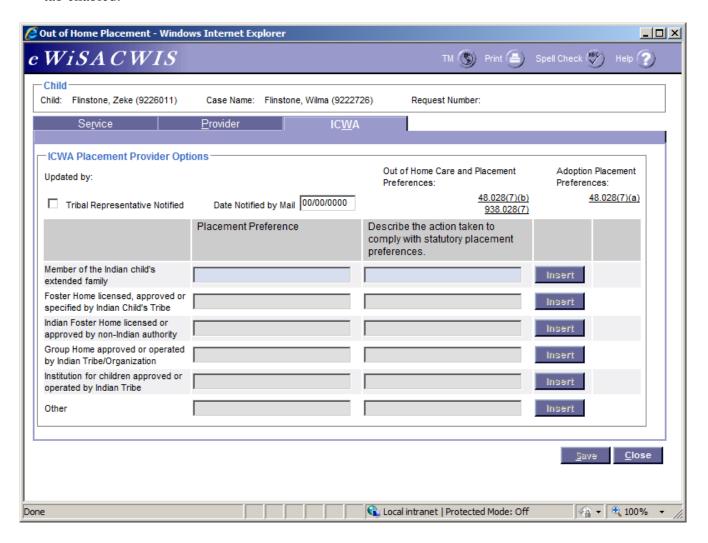


It is required by statute to document the steps taken to find a placement option for a Native American child. The statute presents a hierarchy or placement preferences which need to be followed. The ICWA tab outlines, in order, this placement preference hierarchy.

You should first look to a "member of the Indian child's extended family" for a placement option. If there is no one that meets that criteria that is a viable placement option, then you should look to a "foster home license, approved or specified by the Indian child's tribe." Again, if there is not a viable placement option that fits in this criterion then one will proceed to the next level of placement providers.

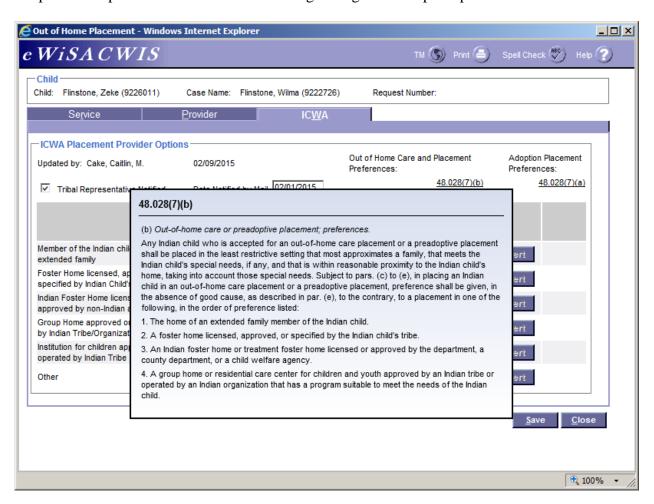
The goal is to place the Indian child in the least restrictive placement setting that meets the child's needs.

The screen shot below illustrates what the Out of Home Placement page looks like with the ICWA tab enabled.

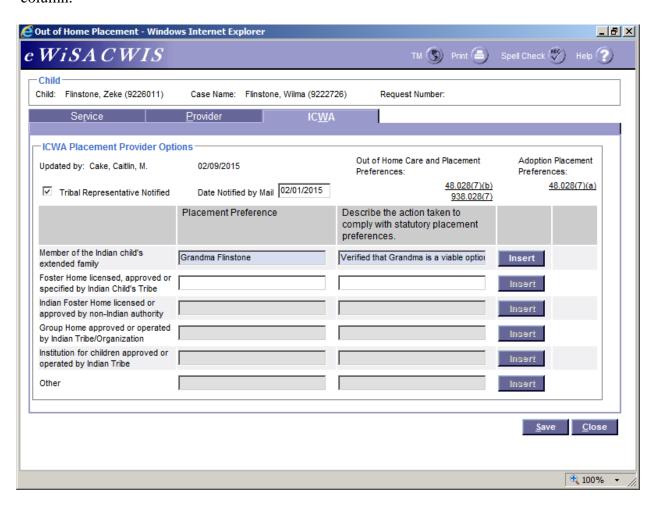


31. The "Tribal Representative Notified" check box should be checked and the "Date Notified by Mail" field completed upon notifying the Tribal representative of a placement need.

32. Placing your mouse over the underlined statutes provides the statutory language supporting the process for identifying a placement preference for children placed under both Chapters 48 and 938. There is also an underlined statute which provides a distinction between a standard placement and placement preferences for children moving through the Adoption process.

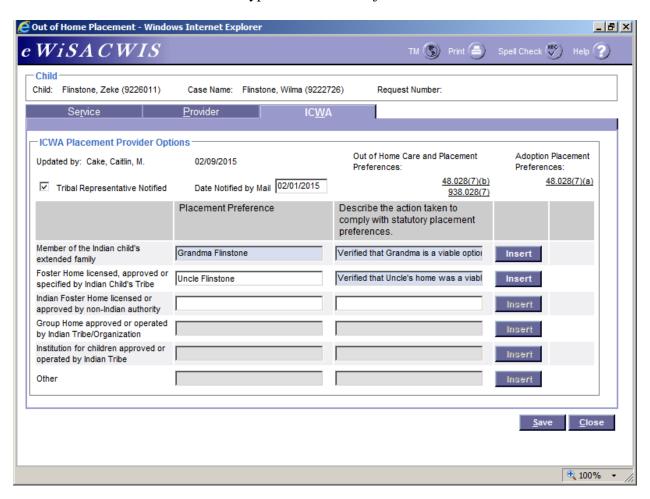


33. The screen shot below illustrates entry of a placement option that fits into the category of a "Member of the Indian child's extended family." In this example, it was determined that Grandma Flintstone was a viable placement option. This is indicated in the column labeled "Describe the action taken to comply with statutory placement preferences" next to the Placement Preference column.



34. Clicking the Insert button will create a blank row just below that row. This row will have a "Delete" hyperlink associated with it. The row can be deleted at any time prior to final approval of the placement. Once the placement is approved the Delete hyperlink will disappear and the row will be frozen.

**Note:** If the Insert button is clicked for a row of a "Member of the Indian child's extended family" then a new row of the same type will be created just below that row. If the Insert button is selected for a row of "Foster home license, approved or specified by Indian Child's Tribe," then a new row of the same type will be created just below that row.



35. Once the Out of Home Placement is fully approved the ICWA tab freezes and is no longer modifiable.

